



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
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FOREWORD

This Manual is reissued under the authority of DoD Directive 8910.1, "Management and Control of Information Requirements, " June 11, 1993. It provides guidance to program managers and action officers who need to obtain information from the public, other Federal Agencies, or the DoD Components and provides them with the procedures necessary to license their information requirements. It also provides guidance to assist information management control officers on the operation of their reports management programs. DOD 8910.1-M, "DoD Procedures for Management of Information Requirements, " November 1986, is hereby canceled.

This Manual applies to the Office of the Secretary of Defense, the Military Departments (including the National Guard and the Reserve components), the Chairman of the Joint Chiefs of Staff, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components") .

The provisions of this Manual are applicable to all new and existing information requirements. This Manual is effective immediately, and is mandatory for use by all the DoD Components.

Send recommended changes to the Manual to:

Washington Headquarters Services  
Directorate for Information Operations and Reports  
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Director

